

**SPORT AND PLAY COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 2 November 2020**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor V Gwatkin (Chair)

Councillors:	J Aitman	L Duncan
	L Ashbourne	A Prosser
	T Ashby	R Smith
	D Butterfield	
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
Others:	1 member of the public.	

**SP348 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**SP349 DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

**SP350 MINUTES**

The Committee received and considered the minutes of the meeting held on 7 September 2020. Members raised some points in the minutes that they wished to be changed and the Town Clerk explained that she had listened back to the recording of the meeting and that the minutes were an accurate record of what had been discussed. If members wished to change a recommendation or a resolution, it could be revisited in six months' time as per the Council's standing orders.

With reference to minute SP262, the Chair asked if the Operations and estates Officer had been in touch with Henry Box about their pitches. He confirmed that he had but was still awaiting a reply. The Chair asked him to chase this up. The Chair also asked for an update on the situation with the Wood Green football pitches. The Town Clerk replied that she had written to the Chief Executive of WODC and had been told that the Leisure Manager would be dealing with it.

The Town Clerk also drew attention to minute SP263 and advised members that the Town Council could not move forward with the Windrush Place Destination play area until the District

Council had completed an underground utility survey. If this delay continued she would again take this up with the Chief Executive.

**RESOLVED:** that the minutes of the meeting held on 7 September 2020 be agreed as a correct record and signed by the Chair.

SP351 **PUBLIC PARTICIPATION**

The Committee adjourned to receive public participation from Mr Oliver Pockett who wished to address the Committee about the Leys Skatepark.

Following his address, the Committee reconvened.

SP352 **LEYS SKATEPARK**

This item was moved up the agenda with the express permission of the Chair so that the member of the public present could hear the debate.

The Chair provided some background information to the skatepark and how Mr Pockett had expressed an interest in it. She was keen to utilise his enthusiasm for the project. Cllr Butterfield explained that he had been very involved with a skate group and had even spoken to some companies about designs. In his opinion it was crucial to get more funding as most designers needed a budget to work to. The Town Clerk advised that most companies would give a brief design and indicate pricing for free initially. The project would need to go out to tender and adhere to the Council's financial regulations. If the Committee wished to form a working party, the Town Clerk asked that the Officers be kept informed so that members did not act ultra vires by not going through due process.

The Town Clerk also pointed to the "Liven Up the Leys" campaign which had been successful – community involvement was essential. The group had set up a bank account, for example. She cautioned that this could be a lengthy process.

Members decided to delegate moving the project forward – finding out what was wanted and fundraising initiatives – to Cllr Butterfield, the Town Clerk and the Operations and Estates Officer.

**RECOMMENDED:** that progression on this item be delegated to Cllr Butterfield, the Town Clerk and the Operations and Estates Officer.

SP353 **OPERATIONAL REPORT**

Members received and considered the report of the Operations and Estates Officer as circulated with the agenda, which provided an update on repairs and maintenance since the last meeting.

**RESOLVED:** that the report be noted.

SP354 **SPORT PITCHES**

The Committee received and considered the report of the Operations and Estates Officer, concerning irrigation for the Leys Cricket Square and bowls irrigation systems.

**RECOMMENDED:** that the report be noted and:-

1. that the Operations and Estates Officer looks into a grey water system for the Leys cricket square;
2. that subject to a verbal update from the Operations and Estates Officer from a meeting with the bowls club, the bowls green irrigation systems be transferred into the control and responsibility of the Council.

SP355 **THIRD PARTY EVENTS**

The Committee received and considered the report of the Operations and Estates Officer along with correspondence from the County Council's Director of Public Health and the Safety Advisory Group (SAG).

**RESOLVED:** that the report and the SAG guidance be noted.

SP356 **FINANCIAL REPORT**

The Committee received and considered financial reports from the Town Clerk/RFO.

a) **REVISED REVENUE BUDGET 2020/21 AND BASE REVENUE BUDGET FOR 2021/22**

The Committee received and considered the report of the Town Clerk/RFO on the revised revenue budget 2020/21 and base revenue budget for 2021/22.

The Town Clerk explained in her report that there was still many unknown factors which she needed clarity on before the final budget could be presented to Council – this therefore was her best estimate at this point in time.

**RECOMMENDED:** that the report be noted and:

1. that a grant be paid to Witney Mills Cricket Club in the current financial year and in 2021;
2. that the revised base revenue budget for 2020/21 and the estimated base revenue budgets for 2021/22, as detailed in the draft estimates be approved, subject to any further adjustments necessary.

b) **SCHEDULE OF PROPOSED RECREATION FEES AND CHARGES 2021/22**

The Committee received and considered the schedule of proposed fees and charges for the Council's Recreation facilities for 2021/22, and the Town Clerk pointed out that increases had been limited to an inflationary increase of 1½% as agreed by Council.

**RECOMMENDED:** that the proposed fees and charges, be agreed, as presented.

c) **REVISED CAPITAL & SPECIAL REVENUE PROJECTS PROGRAMME 2020/21**

The Committee received and considered the report of the Town Clerk/ RFO.

**RECOMMENDED:** that the report be noted and that projects should be prioritised at the forthcoming Policy, Governance and Finance Committee on 23

November 2020.

d) REVENUE GROWTH ITEMS AND CAPITAL/SPECIAL REVENUE PROJECTS PROGRAMME 2021/22 AND BEYOND

The Committee received and considered the report of the Town Clerk/RFO and discussed some items that they would like to see in the next financial year.

**RECOMMENDED:** that the report be noted and that a piece of play equipment for Quarry Road and a path for behind the MUGA at King George V Field be included in the budget for the forthcoming year.

SP357 EXCLUSION OF PRESS AND PUBLIC

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

SP358 WEST WITNEY SPORTS GROUND

Before moving on to the substantive report the Town Clerk pointed out that the Chair had deferred the confidential appendix to the minutes of the meeting held on 7 September 2020, as she wished to raise a question on the content. In answer to a question the Town Clerk advised that the purpose of the minutes was in fact to record recommendations and a brief outline of the content of the discussion.

**RESOLVED:** that the confidential appendix to the minutes of the meeting held on 7 September 2020 be agreed as a correct record and signed by the Chair.

The Committee received and considered the confidential report of the Operations and Estates Officer, which included communication from the Sports & Social Club advising that they were withdrawing the use of the changing rooms once the government guidance on restricted use was lifted. The Operations and Estates Officer had pointed out in that Tower Hill FC had erected a sign on the side of the building without the Council's permission.

There was a discussion on the changing room situation and the implications for the Council, the fire risk assessment and continued public safety.

**RESOLVED:** that the confidential report and communication be noted, and

1. a meeting with the club representatives be arranged;
2. the Council arranges its own Fire Risk Assessment of the Clubhouse;
3. that Officers proceed with any action as deemed necessary as a result of the above two recommendations, subject to professional advice.

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The meeting closed at: 7.20 pm

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Chair